

Date: 10/09/2018

BOB H BABER
PO BOX 568
RICHWOOD, WV 26261

Business Name:
CITY OF RICHWOOD
Employer Identification Number:
XX-XXX0240
Person to Contact:
EUGENE W STUMP
Employee Identification Number:
1000720289
Telephone Number:
(681)222-6249
Fax Number:
(888)696-3645

I would like to meet with you to discuss your duties and responsibilities as an officer / employee of CITY OF RICHWOOD and your potential personal liability for unpaid trust fund taxes due and owing for the following tax period(s):

4/1/2016 TO 9/30/2017

Date, Time and Place of the Meeting

I have scheduled the meeting for the following date, time and place:

Date: 11/05/2018

Time: 10:30AM

Place: 110 N HEBER ST. BECKLEY, WV 25801

If the date and / or time of the meeting is inconvenient for you, please contact me at the telephone number shown at the top of this letter to reschedule. I will consider the meeting confirmed if I do not hear from you at least three business days before the scheduled date.

You May Bring A Representative

You may bring a representative to the meeting with you. Should you want someone to represent you in any subsequent discussions, please give us a completed Form 2848, *Power of Attorney and Declaration of Representative*, at the meeting. If you decide to consult a representative after we begin our interview, we must stop the interview and in most cases reschedule it.